

**Exhibit A**  
**SCOPE OF WORK**

**WORK STATEMENT FOR CALIFORNIA ENERGY COMMISSION BUSINESS MEETINGS, COMMISSION AND COMMITTEE HEARINGS, WORKSHOPS, MEETINGS AND PROCEEDINGS**

This is a nonexclusive Agreement for hearing reporter services for the California Energy Commission (Energy Commission) Business Meetings, Commission and Committee Hearings, Workshops, Meetings, and Other Proceedings. The Energy Commission does not guarantee any minimum amount of work under this Agreement.

The contractor must have **more than one reporter available to work on Energy Commission Business Meetings, Other Hearings, Workshops, Meetings and Proceedings.**

- 1. Contractor agrees to perform the following tasks and provisions for reporting services:**
  - A. Services will include, but not be limited to, the development and production (recording and transcribing) of accurate verbatim transcripts submitted typographically free of error. Although the majority of the services will be in Sacramento, there may be required travel to various locations within California.
  - B. The time and place for reporter assignments will be confirmed either by telephone or written request from the Energy Commission Contract Manager.
  - C. Contractor shall provide hearing reporters and equipment necessary at the request of the Energy Commission Contract Manager. Contractor shall ensure that there are two trained hearing reporters available to work on Energy Commission Proceedings at all times, one of which is not assigned to any other Energy Commission proceeding.
  - D. Contractor shall comply with all the standards contained in the California Rules of Court, Title 2, Division 7, Chapter 2, Rule 2.952 and 2.954 (electronic recording).
  - E. The Reporter must be present and have the specified stenographic and electronic verbal recording equipment fully operational prior to the scheduled beginning of a proceeding. Each assigned reporter must be experienced and proficient in setting up and monitoring all equipment used under the terms of this Agreement.

- F. If the Contractor is notified by telephone within a reasonable period of time before the commencement of a Proceeding that the Proceeding has been canceled, and the reporter has not as yet left for the Proceeding location, there will be no charges under this Agreement. If for any reason a transcript order is cancelled before the transcript is delivered, the Contractor will be paid for all work completed as of the time of cancellation.
- G. The Reporter will monitor recording of the all Proceedings at all times off-tape, and will never monitor the Proceedings off-source.
- H. Unless otherwise indicated, all transcripts shall be delivered to the Energy Commission Contract Manager.
- I. Reporters must be available during the hours of 9 a.m. to 6 p.m. Reporters are required to remain until the conclusion of the Proceeding even if it continues past 6:00 p.m.
- J. The Contractor will correct, at Contractor's expense, all errors as requested by the Energy Commission Contract Manager. The Energy Commission will be entitled to a credit equivalent to the applicable charge for each page that contains an error after the Contractor has had an opportunity to correct the error.

## 2. Reporters

- A. Due to the difficult technical, scientific, and lengthy content of Energy Commission work assignments, and the demand for hard copies of precise and verbatim transcripts, all reporters assigned to Proceedings must have a minimum of two years of experience in recording and transcribing lengthy scientific and technical proceedings for state agencies.
- B. Reporters at each Energy Commission Proceeding will perform duties in a professional manner and will be properly attired consistent with professional protocol and appearance expected in a court-like setting. Standards of professionalism and appearance are at the discretion of the Energy Commission Contract Manager. The Energy Commission Contract Manager may request the substitution of Reporters not meeting the standards of professionalism and appearance.
- C. Certified Shorthand Reporters (CSR) are **not** mandatory for this Agreement, but may be requested on occasion. However, each assigned reporter must be a Notary Public and may be required to administer oaths. It is the Contractor's responsibility to ensure that all reporters assigned to Energy Commission Proceedings maintain notary certification throughout the term of the Agreement.

- D. The Contractor will present a copy of each assigned reporter's resume to the Energy Commission Contract Manager before assigning the reporter to any Energy Commission Proceeding. Each resume must detail the following:
- Number of years of recording and transcribing lengthy scientific and technical proceedings for state agencies;
  - Certificate(s) of qualifications;
  - Detailed listing of previous employers;
  - Professional references, if the prime contractor subcontracts.
- E. The Energy Commission Contract Manager reserves the right to replace any reporter who does not meet the minimum qualifications or requirements of this Agreement. Replacement of reporters shall be done at no additional cost to the Energy Commission and with no reduction or interruption in service to support Energy Commission Proceedings.
- F. The Contractor shall present resumes of replacement reporters to the Energy Commission Contract Manager for approval, prior to assigning reporters to Energy Commission Proceedings.

### 3. Transcripts

Transcripts are considered ordered by the Energy Commission on the first day of the Proceedings, unless otherwise indicated. If so ordered, the date for the delivery of the transcript shall be the date requested on the order. Unless otherwise ordered, transcripts for each proceeding shall be delivered within 14 calendar days. The Contractor must also be prepared to deliver expedited transcripts in three to five calendar days if requested by the Energy Commission Contract Manager. Each transcript will include a dated and signed Reporter's Certificate as the last page, including the name of the transcriber.

A hard copy of transcripts, including **an original and one (1) copy**, shall be prepared according to the following specifications:

- 1) 8-1/2" x 11", 20 lb. bond paper
- 2) Double-spaced, one-sided original
- 3) Pages numbered consecutively

4) Bound in report folder comparable to Amberg 588 (three-hole, clear plastic front)

a) 1<sup>st</sup> page format to be provided by Contract Manager, including:

Title of Proceeding  
Location  
Date and Time  
Contract Number  
California Energy Commission  
Contractor Name  
Reporter name, if requested  
Docket number, if requested

b) 2<sup>nd</sup> Page:

Participant Names  
Titles and Affiliations

c) 3rd Page:

Index of Agenda Items

d) 4th Page:

List of Exhibits and Page #

e) 5th Page:

1st Page of Proceedings

#### **4. Compact Disks**

The Contractor shall provide computer readable Compact Disks in a protective case to the Energy Commission Contract Manager. CDs shall be provided as follows:

1. Contractor shall furnish a computer readable CD copy of the official transcript.
2. The CD will be IBM compatible and produced by Microsoft Word.
3. The digital information will be burned on an archival grade, high quality, long-term preservation CD such as the Mitsui Gold CD.
4. The CD must contain upper/lower case text that is 100 percent equivalent (excluding the line numbers) to the official transcript.

5. Each CD will be clearly labeled with the Proceeding date, time, and city. When a transcript exceeds one CD, the CDs shall be labeled in sequential order (i.e. 1 of 6, 2 of 6, etc.).

**5. Master Services Agreement (MSA)**

Master Services Agreement 5-07-99-08 User Instructions Supplement 6 is hereby incorporated and made a part of this Agreement